



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
Close to Bus Routes, Light Rail, & Parking Garages*

Associate Governmental Program Analyst

Monthly Salary: \$4,400 - \$5,348

Two Permanent Full Time Positions

Location: Downtown Sacramento

Position Number: 443-600-5393-XXX

Refer to Job ID#10-EEM

Final Filing Date: August 16, 2010

PENDING BUDGET APPROVAL

General Statement of Duties:

This is a journey level position which performs the more technical analytical assignments independently and sometimes as a member of a team, such as program evaluation and planning, policy analysis and formulation, systems development, budgeting, planning, management, and personnel analysis. The incumbent studies the principles and techniques of the area of work to which assigned and under supervision, applies them. The incumbent participates in analytical studies of organization, procedures, budgetary requirements, and personnel management. Gathers, tabulates, and analyzes data; draws organization, workload, and other charts. Meets and consults with Board management and employees, and others to give and secure information; prepares reports and makes recommendations on procedures, policies, and program alternatives. Reviews and analyzes proposed legislation and advises management in areas of average complexity. Works as a Board representative in intergovernmental negotiations and prepares correspondence.

Conduct extensive analysis and adjudicate complex Pre-Existing Condition Insurance Plan (PCIP) subscriber appeals, related to eligibility and enrollment decisions performed by the PCIP administrative vendor. Maintain more complex and time sensitive caseload as compared to Staff Services Analyst. Develop supporting case file and written recommendations to management of the appeal decision.

Assess standard monthly & quarterly reports to gather, track and tabulate the enrollment/disenrollment activities of the PCIP subscriber population, in order to identify program trends and analysis. Develop and monitor progress reports and reporting requirements submitted to CMS. Coordinate these efforts with the PCIP administrative vendor. Assess and identify any issues of data discrepancies and provide recommendations on solutions to management. Coordinate the resolution process between the PCIP administrative vendor and MRMIB, based on management's direction. Evaluate program effectiveness and provide recommendations to improve the administration of the PCIP Program.

Coordinate regular Work Group Meetings with applicable stakeholders, PCIP administrative vendor and MRMIB management to discuss technical requirements and project plans as well as to establish the new Eligibility & Enrollment System requirements for the PCIP Program. Analyze and provide recommendations of complex and broad policy issues and escalate necessary policy issues to MRMIB management and the PCIP administrative vendor. Resolve complex and broad policy issues based on MRMIB's management direction. Coordinate final approval with MRMIB management on the technical requirements and project work plan.

Assess, identify, and create program materials and procedures including website, information, PCIP application and handbook, program correspondence and Network Information System (NIS) with the PCIP administrative vendor. Develop staff training and staff training materials on the new implementation of the PCIP Eligibility & Enrollment System. This includes PowerPoint presentations, Business Rules and work instructions, etc. Collaborate, coordinate, and implement training efforts with the PCIP administrative vendor.

As assigned, attend Board meetings and make technical presentations to the Board on eligibility and enrollment policies and issues.

Who May Apply:

Individuals who have status in the classification, list, transfer or reinstatement eligibility to the classification may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at www.spb.ca.gov). In Section 12 of the application enter **Job ID# 10-EEM and Position # 443-600-5393-XXX and the basis for appointment eligibility. Send to:**

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Robin Conover – Personnel**

Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: August 16, 2010.

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.